

WISCONSIN PETROLEUM ENVIRONMENTAL CLEANUP FUND
REIMBURSEMENT PROGRAM

USUAL AND CUSTOMARY
COST SCHEDULE
(UCCS)

Wisconsin Department of Commerce
Environmental and Regulatory Services Division
Bureau of PECFA

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INTRODUCTION

STATUTORY AUTHORITY

In accordance with Wisconsin State Statute 101.143 (4) (cm) the Wisconsin Petroleum Environmental Cleanup Fund program (PECFA) has established a usual and customary cost schedule (reimbursement schedule) for specific tasks associated with the investigation and cleanup of eligible petroleum contamination sites. The purpose of this document is to provide instructions for the use of and specifications of the reimbursement schedule.

MAXIMUM REIMBURSEMENT

The Usual and Customary Cost Schedule (UCCS) is not intended to set pricing for specific tasks or to eliminate the element of competition for the petroleum storage tank cleanup industry. It does, however, reflect the maximum amount that PECFA will reimburse for the environmental services listed on the UCCS. PECFA will reimburse the actual cost of a service or the UCCS reimbursement maximum, whichever is the smaller. Project management, personnel time, mileage, commodity services, equipment and supply costs have all been included in each reimbursement maximum. PECFA will only reimburse for services that appear on the schedule or those that have been approved by the department. The UCCS does not apply to work for which a reimbursement cap has been determined through the public bidding process.

MOB/DEMOB

Only one mobilization/demobilization (mob/demob) will be reimbursed per field event per site. For purposes of the UCCS a field event may consist of multiple tasks per site and may extend beyond one day to complete. When multiple tasks are performed during a field event at a site only one mob/demob cost can be applied.

REPORT PREPARATION

In general, current drafting and word processing technology makes it possible to retain copies of project maps, drawings, tables, reports and documents. As such, it is the department's expectation that all Site Investigation (SI) and Remedial Action (RA) reports, documents, tables, maps and drawings that will be prepared subsequent to the initial creation of any of the above will be done so by utilizing the retained information. This will reduce the time and effort required to generate subsequent documents and the associated cost.

Further, requests for site closure shall be included in the SI report (Task 22 or 23) if, at the successful completion of the site investigation, closure is the appropriate recommendation. When a closure request is to be included in a SI report (may include but is not limited to sites closing under NR 746.07) only the cost to prepare the SI report (Task 22 or 23) is eligible. In such cases the U & C cost for a closure request (Task 5) cannot also be applied. However, in addition to the SI report, incremental costs for free product abatement reporting and GIS packet preparation and submittal under Task 5 are eligible only if applicable.

REIMBURSEMENT SCHEDULE ADJUSTMENTS/CHANGES

The usual & customary schedule will be reviewed as specified in Comm 47.325(2). Reimbursement maximums, labor rates and hours may be adjusted and tasks added and/or deleted. Any or all of the following may be used to effect adjustments to the UCCS:

- Index approach as specified by the department (Based on changes in the gross domestic product)
- Cost data compiled from public bidding
- U & C Schedule Review Committee (will be comprised of PECFA staff and external representatives)
- Cost data compiled from UCCS exemptions
- Annual cost and labor surveys
- RSMeans Environmental Cost Data

LABOR RATES

Labor rates include the cost of equipment and supplies used to complete office and field tasks and which are not included on the usual and customary equipment schedule. Separate costs for field and office equipment and supplies that do not appear on the usual and customary equipment schedule are not reimbursable.

Reimbursement is based on the maximum rate allowed for a task, not the rate of the individuals performing the work. For example, the maximum reimbursement rate for performing monitoring well sampling activities is an amount that coincides with a Field Technician rate. There is no injunction against an individual with a higher reimbursable rate performing the task. (In other words, any individual that qualifies to perform a given task may perform that task, however the reimbursement maximum will be based on the unit rate as established by the Field Technician rate for the task, not the pay rate of the individual performing the work.)

Owners/operators who are or have personnel qualified to perform any of the tasks defined herein and who use their employees to perform these tasks will only be reimbursed for their cost to perform the task. (i.e. ILHR 47.30 and COMM 47.30 (1)(e)4 applies)

The labor categories - FIELD PROFESSIONAL, STAFF PROFESSIONAL, SENIOR PROFESSIONAL include the following disciplines: Hydrogeologist, Geologist, Scientist and Engineer

For pages 6,7, and 8 see UC Schedule and UC Lab Schedule

SPECIFICATIONS

1. GROUNDWATER SAMPLING

This task includes sampling of all monitoring wells regardless of depth, diameter, analytical parameters, etc. It includes, but is not limited to the measurement of static water levels (the separate water level measurement charge (Task 2.0) is not to be applied in addition to this charge) and purge volume calculations. It also includes monitoring well maintenance and repair, project management to coordinate this task and the personnel to manage laboratory services such as: chain of custody, sample preparation, sample shipping, and QA/QC samples. It will also include testing of the following field measurements: pH, conductivity, and temperature.

This task is limited to no more frequently than once every three months (quarterly).

2. OPERATION & MAINTENANCE REPORTING (Natural Attenuation Remedy Only)

This task includes personnel, equipment, material and supply costs to complete the preparation and submittal of an annual groundwater monitoring (DNR Form 4400-194) report. The department expects this task to include all activities to create a report that documents data collection and analysis and that draws conclusions and makes recommendations for all activities completed during that phase of work.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

Note: If free product removal is conducted concurrently with groundwater sampling then the higher reimbursement maximum is applicable.

3. FREE PRODUCT ABATEMENT

This task includes abatement of free product from any wells regardless of depth or diameter. It includes, but is not limited to the measurement of free product thickness. It also includes project management to coordinate this task and the personnel to manage waste. The per well cost is only reimbursable if measurable free product is present. This activity is limited in frequency to once per month. This activity must be conducted concurrently with a groundwater sampling event for months in which a groundwater sampling event is conducted.

The per well rate is only applicable if free product thickness measured is greater than or equal to 0.01 ft. This does not include hydrocarbon sheen on water.

4. **INVESTIGATIVE WASTE DISPOSAL**

This task includes personnel and supplies to dispose of investigative waste. It includes container, waste characterization, appropriate forms, and coordination of subcontractor removal activities.

5. **CLOSURE REQUEST**

This task includes activities for the preparation and submittal of closure forms, closure narrative, appropriate notifications and closure justification, for requests made at the conclusion of remediation as required by chapter NR 726, Wis. Adm. Code. The submittal reimbursement maximum does not include the GIS Packet reimbursement maximum.

A separate incremental reimbursement rate has been established for a one-time free product abatement report. Applicable if closure is being sought when residual free product is present. This incremental reimbursement only applies once per occurrence. This includes estimation of residual free product volume, summarizing free product recoveries to date and discussing potential remedial alternatives and costs.

Separate incremental reimbursement rates have been established for GIS packets. One for the source property and one for off-source property(s).

This task is limited to no more frequently than once every 12 months. If closure is being sought concurrent with the Soil Site Investigation Report (Task 22) or the Soil and Groundwater Site Investigation Report (Task 23) this cost item is not also eligible with the exception of the incremental costs for free product abatement reporting and GIS packet preparation and submittal.

This task will be reimbursed for a complete request only. Additional costs to remedy omissions or corrections for this document are not eligible.

6. **LETTER REPORT/ADDENDUM**

This task will include personnel to prepare and submit a letter report that documents new data collection results if requested by the agency(s) following an initial submittal and agency denial. For example, a follow-up to an initial site investigation report (SIR) or closure request that has been submitted on a previous date but not approved. This includes, but is not limited to providing updated data tables, figures, and conclusions. This activity may also include revisions of the GIS packet based on newly collected data.

This task shall not be used to remedy omissions or corrections for the following tasks: operation & maintenance report, closure request, letter report/addendum, regulatory correspondence, site investigation report, investigation work plan preparation, soils and water investigation report, and claim submittal

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

7. REGULATORY CORRESPONDENCE

This task will include personnel to prepare and submit status reports, periodic reporting, requests for copies of existing documentation, general written correspondence to responsible party and regulatory agency(s). This reimbursement maximum is limited to 10 per 12-month period. This task shall not be used to remedy omissions or corrections for tasks operation & maintenance report, closure request, letter report/addendum, regulatory correspondence, site investigation report, investigation work plan preparation, soils and water investigation report, and claim submittal.

8. WELL ABANDONMENT

This task will include personnel, equipment, and supplies to abandon all monitoring and remediation wells (horizontal component of borings/wells is not eligible for reimbursement) and to complete Wisconsin Department of Natural Resources (WDNR) abandonment form (Form 3300-5). These activities must conform with the well abandonment requirements detailed in Wisconsin Administrative Code Chapter NR 141.25.

9. INVESTIGATION WORK PLAN PREPARATION

This task will include document preparation costs including but not limited to site background review, investigation scope of services, health and safety plan, tables, diagrams, and maps, and sampling protocol. Only one work plan will be reimbursed per site (source property). This document is to contain detailed descriptions of the site and the activities that are to take place. The format and content of this report must conform to §§NR 716.07 and 716.09, Wis. Adm. Code.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

10. INITIAL SITE SURVEY - FEATURES/SOIL BORING/SAMPLE LOCATIONS/WELL ELEVATIONS

This scope of work consists of personnel time, equipment and supplies to conduct a survey for location and/or elevation of site features, soil borings, monitoring wells, sample locations, recovery wells, etc. This maximum reimbursable rate includes any and all mobilization/demobilization costs. This activity provides the data for the subsequent preparation of a report quality base map to be used in the development of maps and drawings for future report preparation. Only one initial site survey will be reimbursed per site (source property).

Subsequent survey events will be reimbursable on a per well basis for new installations only.

11. POTABLE WELL FIELD RECONNAISSANCE (IF NEEDED)

This scope of work consists of the field confirmation of existing potable water supplies (wells or springs) identified in the work plan. This reconnaissance activity includes but is not limited to acquisition of the following information: well ownership, well location, well completion data, well use, reported (not measured) depth to water, etc. Only one reconnaissance will be reimbursed per site (source property).

12. DIRECT PUSH SOIL BORING

This scope of work consists of personnel time, equipment and supplies to perform direct push soil borings regardless of sampling device utilized. The cost for measurement of horizontal location of each borehole is included. WDNR soil boring logs will be completed for each boring while in the field. This task does not include analytical costs. In order for the soil boring rate to qualify a continuous soil profile must be collected.

For sites subject to public bidding this task is limited to 40 feet without prior department approval.

An incremental cost for groundwater sampling collected concurrently with the installation of soil borings is provided on a per borehole basis. Task 1 cannot also be applied.

A different unit rate per foot is provided for direct push groundwater profiling where no continuous soil profile is collected. This rate is not incremental to the soil boring rate and does not apply if groundwater could have been collected under the incremental charge rate as defined above.

An incremental cost for temporary groundwater monitoring well installation and abandonment (nr. 141.29) is provided on a per foot basis. Abandonment will be conducted during the final groundwater sampling for the temporary wells. Abandonment costs have been included in this reimbursement maximum. Task 8 may not be applied.

13. SOIL BORINGS (HOLLOW STEM)

This scope of work consists of personnel time, equipment and supplies to perform drilled soil borings and collect split spoon soil samples every 2.5 feet regardless of boring depth. The cost for measurement of horizontal location of each borehole is included. WDNR soil boring logs will be completed for each boring while in the field. This task includes the field screening, selection and preparation of soil samples for laboratory analysis, but does not include laboratory analytical costs.

For sites subject to public bidding this task requires prior department approval.

14. MONITORING WELL INSTALLATION (UNCONSOLIDATED)

This scope of work consists of personnel time, equipment and supplies to perform drilled soil borings, collect split spoon soil samples every 2.5 feet, and installation and development of monitoring wells regardless of well depth. The cost for measurement of horizontal location of each borehole is included. WDNR soil boring log, well installation

and well development forms will be completed for each boring while in the field. This task includes the field screening, selection and preparation of soil samples for laboratory analysis, but does not include laboratory analytical costs.

For sites subject to public bidding this task is limited to 40 feet without prior department approval.

15. MONITORING WELL INSTALLATION WITH BEDROCK DRILLING

This scope of work consists of personnel time, equipment and supplies to drill, install and develop monitoring wells in competent (hollow stem auger refusal) bedrock regardless of well depth. This reimbursement maximum is only applicable to the competent bedrock drilled interval. For the shallower, unconsolidated drilled interval the unit rate under “**MONITORING WELL INSTALLATION (UNCONSOLIDATED)**” description would apply. The cost for measurement of horizontal location of each borehole is included. WDNR soil boring log, well installation and well development forms will be completed for each boring while in the field. This task includes field screening of bedrock samples.

For sites subject to public bidding this task requires prior department approval.

16. HAND AUGER INSTALLATION AND SAMPLING

This scope of work consists of personnel time, equipment and supplies to perform hand augured soil borings. The cost for measurement of horizontal location of each borehole is included. WDNR soil boring logs will be completed for each boring while in the field. This task includes the field screening, selection and preparation of soil samples for laboratory analysis, but does not include laboratory analytical costs.

For sites subject to public bidding this task is limited to 10 borings without prior department approval.

17. SURFACE SOIL/SEDIMENT/WATER SAMPLING

This scope of work includes sampling of various types of surface waters, sediments and/or soils not associated with installing a well or a soil boring. This activity includes personnel, equipment and supplies to complete the task. The cost for measurement of horizontal location of each sample point is included. It also includes project management to coordinate this task and the personnel to manage laboratory services such as: chain of custody, sample preparation, sample shipping, and QA/QC samples. This task does not include the cost of analytical analysis.

For sites subject to public bidding prior department approval is required if the number of sample points will exceed five.

18. VAPOR SAMPLING

This scope of work includes personnel, equipment, and supplies to test for vapors that may have migrated from the point of release and entered into subsurface structures such as sewers, basements, utility vaults, aboveground enclosed structures, etc. This is a one-time event per site to be conducted with an organic vapor analyzer. Separate responses to reported vapors or subsequent sampling events will be considered to be an emergency action.

19. HYDRAULIC CONDUCTIVITY TESTING

This scope of work includes personnel, equipment, and supplies to conduct hydraulic conductivity testing in monitoring wells. It also includes project management to coordinate this task and the personnel time to download the data from the data logger.

For sites subject to public bidding this task is limited to 2 wells without prior department approval.

20. SOIL BORING/MONITORING WELL PERMITS

This task includes personnel and supplies to acquire soil boring and/or monitoring well permits (only as required). This reimbursement rate does not include the permit fee. The actual fee amount can be reimbursed with appropriate documentation submitted in the claim.

21. ACCESS AGREEMENTS

This task is for the preparation and execution of an agreement to gain access to an off-source-property. It includes personnel time and supplies to draft an access agreement and to present it to the third party. Any fee paid to the third party for the access is not reimbursable.

22. SOIL INVESTIGATION REPORT

This task is intended for those sites for which only soil contamination has been identified. It includes personnel and material costs required to complete the preparation and submittal of one comprehensive site investigation report. The department expects this task includes but is not limited to the following: data reduction, data analysis, and compilation of tables and figures, etc. The format and content of this report must conform to §NR 716.15, Wis. Adm. Code. This task is to include personnel time for the preparation of the report and all reviews, modifications, revisions and re-submittals.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

When closure is being recommended or sought concurrent with this report all aspects of the closure report shall be included as part of the SI report. (includes but is not limited to closure form, GIS packet, technical rational, etc.) For such cases the reimbursement rate for a closure request (Task 5) is not available as an additional cost. However, the incremental cost listed under Task 5 for “Free Product Abatement” reporting and GIS packet preparation and submittal are eligible along with the SI report rate only if they are applicable.

23. SOIL AND GROUNDWATER SITE INVESTIGATION REPORT

This task is intended for those sites for which there is both soil and groundwater contamination. It includes personnel and material costs required to complete the preparation and submittal of one comprehensive site investigation report. The department expects this task includes but is not limited to the following: data reduction, data analysis, and compilation of tables and figures, etc. The format and content of this report must

conform to §NR 716.15, Wis. Adm. Code. This task is to include personnel time for the preparation of the report and all reviews, modifications, revisions and re-submittals.

This task will be reimbursed for a complete report only. Additional costs to remedy omissions or corrections for this document are not eligible.

When closure is being recommended or sought concurrent with this report all aspects of the closure report shall be included as part of the SI report. (includes but is not limited to closure form, GIS packet, technical rational, etc.) For such cases the reimbursement rate for a closure request (Task 5) is not available as an additional cost. However, the incremental cost listed under Task 5 for “Free Product Abatement” reporting and GIS packet preparation and submittal are eligible along with the SI report rate only if they are applicable.

24. LIMITED SOIL EXCAVATION (Maximum of 110 tons)

This task includes personnel and equipment to conduct a remedial excavation to remove and dispose of not more than 110 tons of contaminated soil. It also includes but is not limited to costs for excavator, transport, landfill disposal, consultant planning, coordination and personnel time, lab sample collection, etc. This activity is a one-time event.

This task is only applicable to sites not subject to public bidding per statute 101.143 (3)(cp); all sites for which the estimated or actual total cost, including interest, will exceed \$60,000 are subject to public bidding. The approval per COMM 47.337(3)(b) or (c) is not required.

25. PERMANENT/TEMPORARY SYSTEM SHUT DOWN

This task includes personnel and equipment to permanently shut down an active remediation system. A different unit rate is provided for temporary shut-down. The temporary shut-down rate is not incremental to the permanent shut-down rate, does not apply during permanent shut-down and is a one time event that can be performed without departmental approval.

26. SITE SPECIFIC RCL CALCULATIONS FOR DIRECT CONTACT RISK

This task includes personnel to perform one set of calculations per site for site specific residual contaminant levels for direct contact risk as per NR 720.19(5). This reimbursement maximum is for all contaminants of concern. These calculations shall be submitted within an operation & maintenance report, closure request, letter report/addendum, regulatory correspondence, site investigation report, investigation work plan preparation, or soils and water investigation report.

27. CLAIM SUBMITTAL

This task is for the preparation and submittal of a claim by a certified public accountant, independent contractor, or other independent preparer. Submittal events are based on milestones.

This task will be reimbursed for a complete claim only. Additional costs to remedy omissions or corrections for this document are not eligible.

28. BILLING SUMMARY

This task is for the preparation of the commerce standardized billing summary form. One is to be completed for each invoice submitted to a claimant. The reimbursement maximum for this activity can only be applied once per month (this assumes one invoice per month) or for each invoice if consultant invoicing occurs less frequently than once per month (e.g. an invoice is issued once every three months).

29. OCCURRENCE CLASSIFICATION FORM

This task is for the preparation and submittal of a site classification score sheet. This will be a one-time reimbursable amount.

30. SCHEDULE OF LABORATORY PARAMETERS

This schedule presents the maximum reimbursement amounts for eligible laboratory analytes.